



PLATICAMOS ARMA

Northern NM Chapter



Volume 3, Issue 1

August 2001

President's Message, Barb Ricci

Hello Membership,

What an exciting time to become President of this Chapter! As an advocate for adult education, it pleases me to inform the Membership that "Education" will be the focus of this year. Our first two years were dedicated to the administrative tools needed to get this Chapter operationally and financially stable. We, as Chapter Membership, are proud of the hard work and dedication by its members that will surely benefit us this year and the years to come. The theme for this year is **SEEKS**:

Sharing **E**xperience **E**ducation **K**nowledge **S**olutions

Together we will seek "**Sharing Educational Experiences by providing Knowledgeable Solutions.**" How will we do this? During our Annual Planning Retreat, the **FUN** concept was introduced. Let me explain.

F – Focus: We plan on focusing our efforts on educational opportunities through monthly membership meetings, bi-annual workshops (half days) and seminars (Fall and Spring). This will give membership thirteen opportunities to learn from the experts in the field of records, and knowledge management.

U – Undertake: This is the action step of FUN – Committed membership will volunteer their time to find the BEST presenters that will not only share their knowledge but also provide the membership with historical, practical, communicative and hands-on opportunities.

N – Notice: As we experience this new year, let us all notice what we have done well and what we need to improve and change. Noticing others that make the difference, noticing the positive along with the negative that helps our Chapter to grow, and noticing what is changing in our industry will keep us ahead.

Belonging to many different associations over my twenty-year career in business has made me realize that most important thing is to get the most out of opportunities presented to us. Therefore, I would like to personally invite, encourage and challenge every member to become active in your Chapter this year. NNM-ARMA's goals for 2001-2002 will offer you many new experiences through educational opportunities. This is what membership has asked for in the past, now we are able to offer it. All you need to do is participate. As busy as we are and as hectic as our lives become, let us not forget that providing ourselves with new ideas and knowledge will keep us active within our industry. Now is an opportunity to do something for you and for others. Your ARMA friends have a lot to share, you just need to ask and get involved. Membership Meetings will be held on the third Thursday of every month, and will be rotated between Santa Fe, Los Alamos and Espanola. Mark these dates on your calendar with a big star and write **SEEKS** in the middle of it. Then attend these meetings and ask what is new, what is hot and what is happening in our industry that will make your career leap and create opportunities.

Have a Great Month & Be Safe!
Barb

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An ounce of action is worth a ton of theory.

~ Friedrich Engles (1820-1895) ~
Philosopher and Economist

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Our newsletter is published every month. We welcome all letters, comments and contributions of articles from members of ARMA.

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**DESIRE IS THE KEY TO
MOTIVATION,**
but it's the determination and
commitment to an unrelenting
pursuit of your goal-a commitment
to excellence-that will enable you to
attain the success you seek.

Mario Andretti
Race Car Driver

Chapter Committees and Chairs

- ♦ **Budget Committee**
- ♦ **Audit Committee**
- ♦ **Membership Committee**

- ♦ **Program/Education Committee**
- ♦ **Awards/Rista Rewards Committee**
- ♦ **Newsletter/Historian/Yearbook
Coty Committee**
- ♦ **Nominations Committee**
- ♦ **Project ELF Committee**
- ♦ **Library/CRM Liaison Committee**

- ♦ **Seminar/Publicity Committee**

Barbara Taylor
Ernest Maestas
Stacey McCall and
Jerrold Ortega
Liddie Martinez
Teresa Garcia
Barbara Ricci and
Ana Martinez
Karen Kreutzer
Dolores Salazar
Sherry Guthrie and
Leslie Monslave-Jones
Sherry Guthrie and
Theresa Connaughton

**Anyone interested in helping in any of these committees please
Contact the Chairperson listed.**

Mission Statement

**“To Advance and Promote Records and Information
Management (RIM) by sharing professional
knowledge and exchanging experience and
information.”**

A grain of sand finds its way inside the shell of an oyster. The intruder, though microscopic, is a source of irritation and pain to the soft body of the oyster. Unable to rid itself of the unwelcome pebble, the oyster seeks to reduce the irritation by coating it with layers of soft, iridescent mother-of-pearl material from its own shell. Over time, the oyster transforms a painful irritation into a beautiful pearl of great value.

So today are you going to concentrate on the pain or the possibilities? Are you going to focus on the pebble or the pearl? Breakdowns can be transformed into breakthroughs.

~ Rob Gilbert, Editor, Bits & Pieces ~

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AUGUST AGENDA
Membership Meeting
11:30 -1:30 p.m.
MESA Public Library
Los Alamos, N.M.

AGENDA
August 16, 2001

1. Call to Order
2. Roll Call
3. Determination of Quorum
4. Recognition of Guests
5. Adoption of Agenda
6. Approval of June Membership Meeting Minutes
7. Acceptance of Reports
 - a. July's Treasurer's Report (Barbara)
8. Unfinished Business
9. New Business
 - a. Announce Committee Chairpersons (Barb)
 - b. RISTRA Reward Winners for 2000-2001 (Barb)
 - c. RISTRA Reward Update (Teresa G.)
 - d. Chapter Member of the Year Announced (Barb)
 - e. Fall Seminar (Sherrie/Theresa C.)
 - f. COTY Update (Ana)
10. Presentation:
Sally Hoffman, MESA Public Library, Los Alamos
11. Announcements
 - a. Next Scheduled Meetings
 - i. **September 6, 2001 - Board of Directors** (all membership is invited), Espanola – (11:30 a.m. – 1:30 p.m.) at IMAGIC Business Solutions, 411 S. Santa Clara Bridge Road, Espanola, N.M. 747-4177.
 - ii. **September 20, 2001 – Membership Meeting** Santa Fe – (11:30 a.m.– 1:30 p.m.) at NM State Land Office, 310 Old Santa Fe Trail Santa Fe, NM, 852-5720.
12. Adjournment

Chapter Calendar of Events

- Aug. 9** Chapter Board Meeting
11:30 a.m.-1:30 p.m.
411 S. Santa Clara Bridge Road
Espanola, NM
- Aug. 15** Deadline for Early Bird International
ARMA Conference
- Aug. 16** Chapter Membership Meeting
Guest Speaker: Sally Hoffman
Mesa Public Library
Los Alamos, NM
11:30 a.m. to 1:30 p.m.
- Aug. 31** **Deadline for submissions in
September Newsletter**
- Sept. 6** Chapter Board Meeting
11:30 a.m.-1:30 p.m.
411 S. Santa Clara Bridge Road
Espanola, NM
- Sept. 20** Chapter Membership Meeting
Guest Speaker: Art Gomez
NM State Land Office
Santa Fe, NM
- Sept. 30
- Oct. 3** **ARMA International 46th Annual
Conference**
- Sept. 30** **Deadline for submissions in
October Newsletter**



One of my favorite films is *Lawrence of Arabia*. I love it when Lawrence risks his life to rescue a colleague by crossing the hottest part of the desert in the middle of the day. His friends tell him that he's crazy to go back into the desert because "it is written" that nobody can survive the heat. Lawrence succeeds in his rescue, of course, and triumphantly declares to his friends upon his return that "Nothing is written!"

~ Blanie McCormick~
Ben Franklin's 12 Rules of Management



Updates and Announcements

Welcome All Members to a NEW YEAR!!!

NNM-ARMA Fall Seminar

DATE: November 8, 2001

Featured Speaker: Donald Skupsky

STAY TUNED FOR MORE DETAILS!

Chapter's Planning Retreat

The Annual Planning Retreat was held on July 31. Eighteen Members attended and assisted in planning this New Year for our Chapter. The energy and enthusiasm was exciting to be a part of, thanks to all the members for their GREAT Ideas, it made this day a HUGE SUCCESS and gave us a BIG HEADSTART!!!!

UPCOMING

NNMC-ARMA Membership Meeting

When: Thursday, Aug. 16, 2001

**Where: Mesa Public Library,
Los Alamos**

Time: 11:30 – 1:30PM

Bring: Your Ideas & Your Lunch

**Those who let things happen usually lose to those
who make things happen. –Dave Weinbaum–**

August Program Speaker

(by Liddie Martinez-Program/ Education Chairperson)

Welcome to the exciting third year of our Northern New Mexico Chapter of ARMA. Those of you who were able to participate in the Strategic Planning Session had a sneak preview of the coming year's educational focus. More information and a year-at-a-glance calendar will be sent out to the entire membership in the coming weeks so that you will be able to attend those presentations that ignite your interest by scheduling in advance.

I'd also like to take the opportunity to thank everyone who responded to the survey and provided me with guidance on topics and categories of specific interest. For those of you who had every intention of responding but, ran out of time – not to worry. You can still forward suggestions, comments or a completed survey to my attention and I will incorporate your ideas into calendar whenever possible.

Now, for our August 16th Membership meeting, we have a special tour and presentation to be hosted by Sally Hoffman, Special Events Coordinator for the Mesa Library in Los Alamos. There are two special events currently taking place at the library that we will be able to enjoy. The first is the Painted Pony Project. I'm sure many of you have heard of this Art in Public Places effort. There are a several of these Painted Ponies in New Mexico and one of them (painted by Diana Bryer) is in the Rotunda at the Mesa Library in Los Alamos. In fact, that will be the meeting place for our membership Thursday, August 16, 2001 at 11:30 PM. From the rotunda we will be escorted to the gallery where our monthly meeting will take place. Thirty minutes have been allocated to conduct Chapter business and the remainder of our time (about an hour or so) will be dedicated to the scheduled educational program. In the Gallery, we will tour their current exhibit, The New Mexico Children, Youth and Families Department's sponsored Photographic Exhibit to promote adoption in New Mexico. Once we have had an opportunity to enjoy the exhibit, Sally will then take us on a guided tour of the library and provide us with detailed information on the resources we can tap into, the services provided, and the systems they are currently using to manage, archive and retrieve information.

I hope to see you there. Remember, this membership meeting is a brown bag meeting, so bring your lunch.

CRM CORNER - 2001

(By Sherry L. Guthrie, CRM)

It's a new ARMA year and the good news is that 29 people recently became Certified Records Managers, myself among them.

What a thrill!!! This was my second try at Part VI of the CRM Exam and there is one piece of advice I did not pay enough attention to the first time around: "Read the question carefully and look at how the points are awarded in your answer." I totally disregarded this in my effort to answer. Not only did I run out of time on the 60 point answer in Section VI, but I also put way too much effort into answering parts with low points and not nearly enough in the higher point "analysis" sections. My grader (graders send you good pointers for the next time) even remarked she/he tried to award more points in those sections but I hadn't written enough. I paid more attention to that advice in the second round & it paid off.

For Part VI (the written part vs. Parts 1 - V that are multiple choice) I had three mentors: Kristi Henry of Ascent management in Fort Worth, TX, and Linda Cusimano and Anna Nusbaum from Sandia Labs in Albuquerque. They all helped tremendously, forcing me to do a couple of practice questions within the time limit & then giving me good critiques. I also recommend a workshop Anna gave early this year at the SW Region CRM Seminar. She & Don Schewe, the ICRM Test Administrator, had the attendees do a practice 40-point question "under the gun". Then they did a critique & that really boosts your confidence plus gives you some good pointers. The SW Region of ARMA holds a CRM conference every year in early spring.

The Northern New Mexico Chapter is now ready to start this year's mentoring program for all of you who want to begin your ascent to becoming a Certified Records Manager. I can now truly say that it is not difficult. We can hold mentoring sessions in Santa Fe, Espanola and Los Alamos. The chapter can help you in many ways. It's time to show the world that you are a professional.

Sherry Guthrie, CRM
Protection Technology Los Alamos
505-667-7884

The Art of Volunteerism

(By Barb Ricci, Chapter President)

We are asked often to give of our time and of ourselves. However, how often do we take this seriously and do something about getting involved. After all, there are thousand of reasons we can think of that prevents us from participating. We may need to get home and do some chores or stay at work to meet a deadline. We can always find ways to occupy our time at work and at home. Think about this, when was the last time you volunteered to do something that would benefit you as a professional?

Within our Chapter encouraging our membership to get involved is encouraging you to spread your wings by meeting others and learning from others in your same field. Here are just a few ideas that may help all of us to participate more.

- **Be enthusiastic**, it infuses energy into every task you participate in.
- **Take pride** in what is important to you, this will help you grow as a person and will make you happy. Ask yourself: Why is ARMA important to you? What can ARMA do to help you grow as a professional? How will you take charge of your own growth utilizing this association as guidance? How can you get more involved to make our chapter, the BEST association to belong to?
- **Why Smile?** Because it produces rewards. Smiling starts to create some level of relationship. You are viewed as friendly and approachable and more pleasant to be around when you smile.
- **Be willing to learn** from others. When we watch, participate and try what others show us it is just another great way of learning.
- **Be willing to move forward**, do not fall in the trap of believing that change will not occur. If we do not update our skills someone else will and seize the opportunity.
- **Consider** the skills you have to offer. Many positions require a volunteer who has previous experience with certain equipment or has the ability to communicate openly and effectively.
- Perhaps you would like to **learn a new skill** in the field or RIM, so you can gain exposure to a new situation. Currently we have 59 different members, all with numerous talents and expertise, learning from our membership alone would create new ideas within ourselves.
- **Never stop looking for new opportunities**. The NNM-ARMA Chapter wants every member to get involved with the Chapter, by participating as a Board Member, Chairperson, Member of a Committee or being active in the association by attending meetings will offer you more opportunities. Let's make it a goal for our success in 2001-2002.
- The reason so many programs or associations work well is because of the **dedicated volunteers working towards a good cause**.

TO GIVE OR NOT TO GIVE

(By Sherry Guthrie, CRM)

That is the question. Our Northern New Mexico ARMA Chapter has struggled for two years with the idea of starting a scholarship fund for the Records Management profession. What's holding us back?

Do we feel we don't have enough knowledge about the way a scholarship program works? No, that's not true. One of our members, Liddie Martinez, currently administers a scholarship program promoting the Espanola Community-she can provide the knowledge about requirements, evaluation and award process.

Do we think we don't have enough money to fund an annual award? No, actually our budget is quite robust at the moment-we can afford to give somewhere in the region of \$200 to \$2,000 as an award. We can certainly plan an activity to produce that same amount of money for the same purpose each year.

Do we know to whom we can offer scholarship applications? Certainly. We have plenty of deserving candidates in the Northern New Mexico Area. This could include high school students, college students or even those already on the job who never had the chance to receive formal education in Records Management.

Where would we send the scholarship awardees? There are several resources offering education in Records Management:

NNM ARMA Chapter Seminars & Workshops
Rio Grande Chapter (ABQ) Seminars &
Workshops
NM Records & Archives
ARMA International Seminars
Chippewa Valley Technical College
(Offers Internet Classes & Home Study)
George Washington University

Fees range from approximately \$200 for one course over the Internet from Chippewa Valley Technical College to \$250.00 for a local seminar all the way up to \$9,130 for the full Records Management program at George Washington University (not including room & board).

Who would be willing to support a scholarship program for our Chapter? Ah, there we have the one ingredient we are missing: YOU.

Are you interested? If so, bring it up at the next Chapter membership meeting. You are sure to find others who would like to help support a scholarship program, which in turn helps support the whole records management profession.

Who knows? Maybe it is our Chapter's destiny to help others come through the front door of the Records Management profession already armed with education and knowledge, and not through the back door as so many of us have had to do.